

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/31/2024
EVENT NAME: Farewell Dinner
ORGANIZER: MIRA - Courtney Hansen
E-MAIL ADDRESS: chansen@manitowoc.org
EVENT DATE: 8/7/2024

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION:

Wednesday night dinner at Silver Creek Fieldhouse to
wish a goodbye to the Kamogawa students

COMMITTEE CONCERNS:

Granted

WAIVER OF FEES:

COMMITTEE DECISION:

APPROVE	DENY
Dan Koski /ec	
Courtney Hansen /ec	
Todd Blaser /ec	
Eric Nycz /ec	
Jason Freiboth /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



CITY OF MANITOWOC
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT

Organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Special Event Committee and/or the Public Infrastructure Committee and the organization will be notified by e-mail or letter of the decision. Organizations must be current on all financial accounts with the City of Manitowoc.

ALL QUESTIONS MUST BE ANSWERED

Name of event: MIRA SEP (Student Exchange Program) Farewell Dinner

1. Name of club/organization making request MIRA
Address 900 Quay Street Telephone (920) 686-3508
Email chansen@manitowoc.org
2. Names of club officers:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President <u>Tina Prigge</u>		
Secretary <u>Lori Denk</u>		
Treasurer <u>n/a</u>		
3. Facility requested: Silver Creek Fieldhouse # of people 40-50
Equipment requested: n/a
4. Specific dates and hours facility/equipment will be used: Date(s) 8/7/24 Hrs. 3
5. Please explain your request, as to what fees you desire waived or reduced and reasons:
MIRA is a City committee.
6. Which do you consider your group to be?
A. Community service ☐ B. Non-profit ☐ C. Private business ☐
D. Club or organization ☐ E. Other, please explain City of Manitowoc (MIRA)
7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event? Yes ☐
No ☒
8. If #7 is "yes," explain and list specific charges
n/a
9. What will revenues be used for?
n/a
10. Do you wish to meet personally with the Committee to discuss this request? Yes ☒ No ☐

Signed Courtney Hansen

Date 7/29/24

Please attach any additional information which you feel will assist the committee in evaluating your request.

When completed, return this form to the City of Manitowoc – Parks Division
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · E-mail parksadmin@manitowoc.org